

PROGRAM CHARTER  
FOR  
NOAA HEADQUARTERS

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Leadership and Corporate Services Sub-Goal Lead: Bill Broglie

1. EXECUTIVE SUMMARY

The NOAA Headquarters Program is comprised of the 9 offices described below that lead and manage NOAA's line and staff offices. NOAA Headquarters affects every program and every person of NOAA, every day by providing top-level leadership, policy, direction, coordination, and representation. The Program is structured in accordance with DOO 10-15 and 25-5 and located within the Leadership and Corporate Services Subgoal of the NOAA's Mission Support Goal. The NOAA Headquarters Program houses the senior leadership of the agency, containing some of the agency's smallest offices with agency wide responsibility (offices of the Under Secretary/Assistant Secretary/Deputy Assistant Secretaries/Deputy Under Secretary; General Counsel; International Affairs; Legislative Affairs; Communications; Education; Educational Partnership Program with Minority Serving Institutions; Federal Coordinator for Meteorology; and Program Analysis and Evaluation. This Program provides capabilities which enable the agency to attain a status as a top performing federal organization that works to ensure that resources entrusted to NOAA are well-managed and wisely used, and that NOAA is well-run and results-oriented. The Program is geographically located in Washington, DC and Silver Spring, MD, but its activities occur at both national and international levels.

Within the Office of the Under Secretary, the Under Secretary formulates policies and programs for achieving the objectives of NOAA and has the authority for program execution. The Assistant Secretary assists the Under Secretary/Administrator in formulating policies and programs and directs their execution. The Deputy Assistant Secretary for International Affairs exercises a leadership role in establishing policies, guidelines, and procedures for NOAA's international programs and is a key advisor to the Under Secretary and Assistant Secretary on international program and policy issues. The Deputy Under Secretary for Oceans and Atmosphere serves as a key advisor to the Under Secretary and Assistant Secretary on all program and policy issues and is responsible for ensuring the timely and effective implementation of NOAA policies and objectives. The Deputy Under Secretary oversees the development of and recommends policies and programs to meet NOAA's objectives; coordinates the implementation of policies promulgated by the Under Secretary and Assistant Secretary; coordinates actions required of NOAA in response to Executive Branch policy decisions; develops, plans, and coordinates major program efforts; and exercises delegated authority in committing NOAA to courses of action. The Deputy Under Secretary assists the Under Secretary and Assistant Secretary in the administration of programs and operations of NOAA and represents NOAA in executive level liaison with other federal agencies, the Congress, and private sector. The Naval and Air Force Deputies, in the Office of Military Affairs, facilitate coordination and joint planning with the military services and other Department of Defense offices as required, on programs of mutual organizational interest. The Decision Coordination Office and Program Coordination Office provide senior staff support to the Office of the Under Secretary.

The Office of Communications provides advice and counsel to the Office of the Under Secretary, Assistant Administrators, and Staff Office Directors and their staffs on media and constituent relations. The Office of Public and Constituent Affairs consists of three elements: Public Affairs, Constituent Affairs, and Outreach.

The Office of Education provides advice and counsel to the Office of the Under Secretary and the Department on matters dealing with education, leads the NOAA Education Council, and coordinates education activities across the agency.

The Educational Partnership Program with Minority Serving Institutions provides financial assistance to minority serving academic institutions to support collaborative research and training of students in NOAA-related sciences through competitive processes. This activity strengthens the capacity of, and promotes educational excellence and economic opportunities for, Historically Black Colleges and Universities, Hispanic Serving Institutions, Tribal Colleges and Universities, and American Indian, Asian American and Pacific Islanders and Alaska Native Institutions respectively.

The Office of Legislative Affairs coordinates all NOAA contacts with the Congress other than those relating to appropriations, and is responsible for the planning, direction, and coordination of legislative programs that are of immediate concern to the Under Secretary.

The Office of International Affairs is responsible for planning and coordinating NOAA's international programs and carries out, as directed by the Office of the Under Secretary, tasks of special interest related to international activities.

The Office of General Counsel provides legal advice and counsel to the Office of the Under Secretary and Assistant Secretary in the administration of NOAA's programs. The office also provides legal advice and counsel to the Deputy Assistant Secretary for International Affairs, the Assistant Administrators, and their staffs. NOAA GC provides legal review of all regulations issued by NOAA and all testimony, congressional correspondence and many other matters of importance to NOAA. The office handles all program-related litigation, in conjunction with the Department of Justice.

The Office of the Federal Coordinator for Meteorology discharges federal coordination functions to the DOC under OMB Circular A-62; establishes procedures for systematic and continuing review of national basic and specialized meteorological and oceanographic requirements for services and supporting research; prepares and maintains federal plans to achieve integration of current and future services and supporting research consistent with effective and economical accomplishment of national requirements; brings federal agencies concerned with international activities and programs in meteorological and oceanographic programs into close consultation and coordination; assists the Federal Coordinator in his or her role; directs independent studies and surveys as required by the Federal Coordinator; and manages the interagency committee structure used for reporting, coordinating and planning functions.

The Office of Program Analysis and Evaluation conducts the independent and objective analysis and evaluation of plans, programs, and requirements as they relate to the goals and strategies of the Strategic Plan, and review all significant program initiatives and major requirements, as well as provide support to analyses done within Line and Staff Offices.

Further information may be found on the NOAA website: <http://www.noaa.gov/>.

## 2. PROGRAM REQUIREMENTS

### A. Requirement Drivers:

#### 1) High level key drivers are:

- a) Department (of Commerce) Organizational Order (DOO) 10-15 (5/28/2004): authority and functions of the position of Under Secretary of Commerce for Oceans and Atmosphere and Administrator of the National Oceanic and Atmospheric Administration (NOAA)
- b) Department (of Commerce) Organizational Order 25-5 (6/15/05): organization, management structure, and assignment of functions within the National Oceanic and Atmospheric Administration (NOAA)

#### 2) Additional key drivers specific to individual offices within the Program are:

- a) Program Analysis and Evaluation:

- Government Accountability Office findings which recommend an independent analysis and evaluation office within government agencies.
- b) Office of Federal Coordinator for Meteorology:
  - Public Law 87-843 (Section 304) DOC Appropriation Act 1963 (Federal Committee for Meteorological Services and Supporting Research Interdepartmental Committee for Meteorological Services and Supporting Research)
- c) Education Office:
  - America COMPETES Act, August, 2007-Giving NOAA a broad mandate to conduct education
  - NOAA Strategic Plan promotes Environmental Literacy as a cross cutting priority across the Agency
  - NOAA Education Plan
  - NOAA Education Policy
  - U.S. Ocean Action Plan 2004– The Bush Administration’s Response to the U.S. Commission on Ocean Policy (Advancing Our Understanding of the Oceans, Coasts, and Great Lakes – “Promote Lifelong Ocean Education”)
- 3) Educational Partnership Program with Minority Serving Institutions:
  - a) Presidents Executive Orders 12876, 12900, 13021 and 13339, and 13096 to strengthen the capacity of, and promote educational excellence and economic opportunities for, Historically Black Colleges and Universities, Hispanic Serving Institutions, Tribal Colleges and Universities, and American Indian, Asian American and Pacific Islanders and Alaska Native Institutions.
- B. Mission Requirements: (Specific requirements imposed upon the Under Secretary and senior leadership offices by DDO 10-15 and 25-5 are shown in Appendix 1).

The mission for the NOAA Headquarters Program is to provide top-level leadership of NOAA through policy and direction, coordination and representation, external relations, legal support, education coordination, management implementation, and management accountability.

### 3. LINKS TO THE NOAA STRATEGIC PLAN

#### A. Goal Outcomes:

In essence the activities of this Program support all goal outcomes in NOAA. Its placement in the Mission Support Goal ties it specifically to the outcomes:

- 1) A safe operating environment with efficient and effective financial, administrative, and support services.
- 2) Secure, reliable, and robust information flows within NOAA and out to the public.
- 3) A dynamic workforce with competencies that support NOAA’s mission today and in the future
- 4) A well-informed public that acts as a steward of coastal and marine ecosystems
- 5) Provide critical support for NOAA's mission. One NOAA working together guided by a clear strategic vision for planning, programming, and execution to achieve NOAA's goals.

#### B. Goal Performance Objectives:

In essence this Program supports all goal performance objectives in NOAA. Its placement in

Mission Support Goal ties it specifically to the objective:

- 1) Improve efficiency and performance of financial, administrative, workforce management, acquisition, and other support transactions and services.

C. Goal Strategies:

In essence this Program supports all goal strategies in NOAA. Its placement in the Mission Support Goal ties it specifically to the strategy:

- 1) Lead agency-wide efforts in education and outreach, public affairs, legislative affairs, international affairs, and legal affairs.
- 2) Improve efficiency and performance of financial, administrative, workforce management, acquisition, and other support transactions and services

4. PROGRAM OUTCOME(S):

Quality top-level leadership of NOAA through education, policy and direction, coordination and implementation, legal support, management implementation, and management accountability to further the achievement of NOAA's mission and objectives.

5. PROGRAM ROLES AND RESPONSIBILITIES

This program is established and managed with the procedures established in the NOAA Business Operations Manual (BOM). Responsibilities of the Program Manager are described in the BOM. Responsibilities of other major participants are summarized below:

A. Participating Line Office, Staff Office, and Council Responsibilities:

The NOAA Headquarters Program is the top level management of NOAA, with oversight of the Executive Decision Process and the NOAA Business Model. Therefore, all Line Offices, Staff Offices and Councils are responsible to provide support to this program as directed by the Under Secretary.

B. External Agency/Organization Responsibilities:

This program represents NOAA via executive level liaison with the Executive Office of the White House, Department of Commerce, other federal agencies, the Congress, state, local and tribal governments, private sector, non-governmental organizations, the general public, foreign nations of the world, and a wide range of international organizations.

6. END USERS OR BENEFICIARIES OF PROGRAM:

- o Executive Office of the White House and partner Federal Agencies– the Administration and partner agencies benefit from NOAA programs that are managed effectively and efficiently, and the agency is viewed as a top performing federal organization providing leadership in the federal science community.
- o Office of Management and Budget – OMB benefits from NOAA programs that are managed in a cost-effective manner and in keeping with the Administration's priorities and goals.
- o Department of Commerce – Departmental executives benefit from NOAA programs that are managed effectively and efficiently, and the agency is a top performing federal organization providing leadership in the federal science community.
- o NOAA Managers, Mission Goal Teams, and Program Managers - Managers benefit from the success of meeting their mission objectives because of the high quality leadership and support they receive from senior leadership.
- o NOAA Employees – Employees benefit from a high level of satisfaction and success in achieving their mission objective because of the high quality of leadership and support they receive.

- Congress – Members, authorizing committee staff, and appropriating committee staff benefit from a NOAA that is managing its programs in keeping with Congressional mandates, legislation, and directives.
- State, local and tribal governments, non-governmental organizations, private sector, international community, and the general public – Realize results from a NOAA which optimizes benefits, and continually works to enhance those benefits, to the environment, the economy, and public safety.

## Appendix A

## Mission Requirements Imposed by DOO

## DOO 10-15 Requirements and Authorities:

Ensure the safety and welfare of the public, and further the Nation's interests and activities for: the protection of public health against environmental pollution, the protection and management of the Nation's biological, mineral, and water resources; the maintenance of environmental quality; agriculture, fisheries, industry, transportation, communications, space exploration, national defense; and the preservation of the Nation's wilderness and recreation areas, the Under Secretary/Administrator shall direct the performance of the following functions:

- Observe, collect, communicate, analyze, and disseminate comprehensive data and information about the state of the upper and lower atmosphere, of the oceans and the resources thereof including those in the seabed, of marine and anadromous fish and related biological resources, of inland waters, of the Earth, the Sun, and the space environment;
- Prepare and disseminate predictions of the future state of the environment and issue warnings of all severe hazards and extreme conditions of nature to all who may be affected;
- Provide maps and charts of the oceans and inland waters for navigation, geophysical and other purposes, aeronautical charts, and related publications and services;
- Operate and maintain a system for the storage, retrieval and dissemination of data regarding the state and resources of the oceans and inland waters including the seabed, and the state of the upper and lower atmosphere, of the Earth, the Sun, and the space environment;
- Coordinate efforts of federal agencies in support of national and international programs as assigned, such as federal meteorological services and supporting research, World Weather Program, National Networks of Geodetic Control, Integrated Global Ocean Station System, and Marine Environmental Prediction, Mapping and Charting;
- f. Administer a program of Sea Grant colleges and education, training and research in the field of marine science, engineering and related disciplines as provided in the Sea Grant College Program Act of 1966, as amended;
- Perform basic and applied research and develop technology regarding the state and use of resources of the oceans and inland waters, including the seabed, the upper and lower atmosphere, the Earth, the Sun, and the space environment, as may be necessary or desirable to develop an understanding of the processes and phenomena involved;
- Perform research and develop technology regarding the observation, communication, processing, correlation, analysis, dissemination, storage, retrieval, and use of environmental data as may be necessary or desirable to permit NOAA to discharge its responsibilities;
- Acquire, analyze, and disseminate data, and perform basic and applied research on electromagnetic waves, as necessary, in performing other functions assigned herein; prepare and issue predictions of atmospheric, ionospheric and solar conditions, and warnings of disturbances thereof; and acquire, analyze, and disseminate data, and perform basic and applied research on the propagation of sound waves, and on interactions between sound waves and other phenomena;
- Administer a program for the protection, management, and conservation of marine mammals and endangered species; and manage the fur seal herds of the North Pacific Ocean;

- Perform economic studies, education, and other services regarding development, management and utilization of marine and anadromous fisheries, administer grant-in-aid, fishery products inspection, financial and technical assistance, and other programs to conserve and develop fisheries resources and to foster and maintain a workable climate for industry to produce efficiently under competitive conditions;
- Develop and implement policies on international fisheries and other marine living resources, including the negotiation and implementation of agreements, conventions, and treaties in that area; and enforce provisions of international treaties and agreements on fishing activities of United States nationals and perform surveillance of foreign fishing activities;
- Participate in technical assistance for fishery development projects in foreign countries;
- Develop technology and carry out scientific and engineering data collection and analysis and other functions to assess, monitor, harvest, and use marine and anadromous fishery resources and their products;
- As a Department-wide responsibility, coordinate the requirements for and the management and use of radio frequencies by all organizations of the Department of Commerce;
- Administer a national government program to preserve, protect, develop, and where possible restore or enhance the land and water resources of the coastal zones, including grants, loans, and loan guarantees to the states and interagency coordination and cooperation, as provided by the Coastal Zone Management Act of 1972, as amended;
- Administer a marine sanctuaries program to conserve and manage areas of the marine environment for their conservation, recreational, ecological, historical, research, educational, or esthetic qualities;
- Administer a deep seabed hard minerals resources program to license the exploration for and commercial recovery of hard mineral resources of the deep seabed by citizens of the United States; to encourage conservation of such resources; to protect the quality of the environment; and to encourage continued technological development;
- Administer a program to license the construction, location, ownership, and operation of ocean thermal conversion facilities and plant ships under the control of citizens of the United States or within United States territorial waters;
- Participate in a national government program for response to discharges of oil and hazardous substances, including administration of a program to assess and collect damages for loss of or injury to natural resources in marine ecosystems, and to prepare and implement natural resource restoration and replacement plans; and
- Provide common administrative support services to Department of Commerce field components through the Administrative Support Centers.



## DOO 25-5 Requirements

## SECTION 3. OFFICE OF THE UNDER SECRETARY OF COMMERCE FOR OCEANS AND ATMOSPHERE AND ADMINISTRATOR.

- The Under Secretary of Commerce for Oceans and Atmosphere and Administrator (Under Secretary/Administrator) of NOAA formulates policies and programs for achieving the objectives of NOAA and has the authority for program execution.
- The Assistant Secretary of Commerce for Oceans and Atmosphere and Deputy Administrator (Assistant Secretary/Deputy Administrator) of NOAA assists the Under Secretary/Administrator in formulating policies and programs and directs their execution.
- The Deputy Under Secretary for Oceans and Atmosphere shall serve as an advisor to the Under Secretary/Administrator and Assistant Secretary/Deputy Administrator on all program and policy issues and shall be responsible for ensuring the timely and effective implementation of directives from the Under Secretary and Assistant Secretary. The Deputy Under Secretary shall oversee the development of and recommend policies and programs to meet NOAA's objectives in accordance with the Under Secretary and Assistant Secretary; coordinate the implementation of policies promulgated by the Under Secretary/Administrator and Assistant Secretary/Deputy Administrator; coordinate actions required of NOAA in response to Executive Branch policy decisions; develop, plan, and coordinate major program efforts; and exercise delegated authority in committing NOAA to courses of action. The Deputy Under Secretary shall assist the Under Secretary/Administrator and Assistant Secretary/Deputy Administrator in the administration of programs and operations of NOAA.
- The Chief of Staff shall report to the Under Secretary/Administrator and provide direct support to the Office of the Under Secretary in the formulation and implementation of administration policies and program operations of NOAA. The Chief of Staff will oversee all NOAA staff office budgets and related policies; have final approval authority for all details outside of NOAA; be charged with the responsibility for insuring that staff work and resources are properly marshaled to achieve the timely and effective implementation of their objectives and policies; and will serve as the Under Secretary/Administrator's principal advisor.
- The Deputy Assistant Secretary for Oceans and Atmosphere shall be a key advisor to the Under Secretary/Administrator and Assistant Secretary/Deputy Administrator on program and policy issues. The Deputy Assistant Secretary shall a. review, evaluate, and recommend policy and program initiatives to the Under Secretary/Administrator and Assistant Secretary/Deputy Administrator oversee their development and, as requested, coordinate the implementation of new NOAA policy; coordinate actions required of NOAA as a result of Administration policy decisions and actions; assist in the administration of programs and operations of NOAA, ensuring that they are administered in accordance with agency goals and objectives, and resolving program and policy issues that arise between the Line and Staff Offices; participate in executive level liaison missions, conferences and other special and confidential assignments with other federal agencies, Congress and private industry at the request of the Office of the Under Secretary; and represent the Office of the Under Secretary in any area of NOAA's activities and programs with broad authority to commit to specific courses of action.
- The Deputy Assistant Secretary for International Affairs shall be a key advisor to the Under Secretary/Administrator on international policy issues; be responsible for planning and coordinating NOAA's international programs; carry out, as directed by the Office of the Under Secretary, tasks of special interest related to international activities; and exercise a leadership role in establishing policies, guidelines, and procedures for NOAA's international programs. The Deputy Assistant Secretary shall coordinate NOAA's major international activities including those programs that overlap Assistant Administrators or



Staff Office Directors interests or responsibilities; support the development and coordination of NOAA's international policies regarding "trade and environment" issues and the negotiation of trade agreements; coordinate NOAAs interactions on international issues with other federal departments and agencies, as well as other bureaus within the Department; develops Administration policy on international issues affecting NOAA; coordinate NOAA's participation in United States (U.S.) delegations to international fora; and participate in the negotiation of international agreements and appropriate representation of NOAA and the Department at international fora on environmental issues.

- The Office of Military Affairs, which includes the Naval and Air Force Deputies, shall focus on facilitating coordination and joint planning efforts with military services and other Department of Defense (DOD) offices with programs between DOD and NOAA Line Offices and NOAA Marine and Aviation Operations on programs of mutual organizational interest. The Office shall initiate and facilitate interactions between offices in NOAA and DOD on programs that can be used to leverage assets of both organizations; and assist NOAA offices in solving problems with other agencies as required.

**SECTION 4. STAFF OFFICES REPORTING TO THE OFFICE OF THE UNDER SECRETARY.** (\*note: this version of the DOO omitted the Office of International Affairs, to be reinserted in the next version).

- The Office of Public, Constituent, and Intergovernmental Affairs (OPCIA) shall provide advice and counsel to the Office of the Under Secretary, Assistant Administrators, and Program/Staff Office Directors and their staffs on media, constituent, and intergovernmental relations. OPCIA consists of four elements, each addressing a unique audience; Public Affairs (media relations), Constituent Affairs (non-government organizations), Intergovernmental Affairs (state, regional, and local government), and Outreach. This Office shall:
  - establish policies for communicating NOAA's activities to the media, constituencies, and other audiences both internally and externally;
  - provide a wide range of services to media including responding to all inquiries, planning and conducting news conferences and media briefings with the Office of the Under Secretary, Assistant Administrators, and Program/Staff Office Directors; offering story ideas about the agency to the media; and writing news releases and public service announcements (television and radio);
  - provide services to the public and NOAA's constituencies including writing fact sheets and news releases, responding to inquiries, coordinating conferences, briefings, and responding to other constituency needs;
  - serve as NOAA's central focus for internal communications by generating a monthly print and electronic newsletter, preparing and distributing daily national news clips and weekly news clips containing a national sampling of local news coverage, tracking electronic news stories and providing transcripts and video/audio copies to NOAA management, distributing news releases internally, and participating actively in the development of the strategic communications plans;
  - act as NOAA's central point of contact for all external communications including writing editorials and letters to the editor, writing speeches for senior NOAA leadership, researching and writing background materials and fact sheets, designing brochures, representing NOAA and providing media support services at environmental and scientific conferences, and responding to public inquiries for written materials about NOAA;
  - work with public and private sector organizations for collaborative outreach projects, planning and conducting ceremonies (sanctuary dedications, ship

- commissionings, change-of-command ceremonies, etc.), and supporting NOAA and the Department of Commerce (the Department) in special projects that require media, public, or constituent affairs expertise;
- produce video news releases and presentation graphics, full-length videos or films, and maintain libraries of existing NOAA videos and television news footage;
- provide media training for NOAA officials;
- respond to all public mail with materials updated and maintained by the correspondence unit;
- review and approve all NOAA publication requests, providing advice when applicable, including ensuring proper use and appearance of the NOAA emblem;
- coordinate intergovernmental duties for NOAA;
- coordinate the office's activities with the Department's Office of Public Affairs and Office of Legislative and Intergovernmental Affairs.
- The Office of Education shall provide advice and counsel to the Office of the Under Secretary and the Department on matters dealing with education. The Office shall:
  - coordinate the implementation of the NOAA Strategic Plan for Education;
  - serve as the Secretariat for the NOAA Education Council;
  - provide expert support on education activities to NOAA's Line and Staff Offices;
  - promote NOAA services and products, and their benefits to the public;
  - advise the Under Secretary/Administrator on policies and programs related to formal and informal education
  - coordinate its educational activities with the Office of Public, Constituent, and
  - Intergovernmental Affairs.
- The Office of Legislative Affairs shall coordinate all NOAA contacts with Congress and shall be responsible for the planning, direction, and coordination of legislative programs that are of immediate concern to the Office of the Under Secretary. The Office shall:
  - serve as the primary liaison for NOAA with the members and staff of Congress;
  - identify and track all legislation of interest to NOAA, keeping the Office of the Under Secretary and Assistant Administrators informed;
  - assist in the development of positions setting forth NOAA's views on the merits of proposed or pending legislation, receive requests for preparation of testimony before Congress, and coordinate responses to questions submitted for the record by members and staff;
  - direct and coordinate NOAA's cross-cutting and special interest congressional and legislative activities;
  - provide leadership to improve communications and coordination among legislative activities within NOAA's Line and Staff Offices, and provide oversight of those programs; and
  - coordinate the Office's activities with the Department's Office of Legislative and Intergovernmental Affairs.
- The Office of General Counsel shall assist the General Counsel of NOAA in carrying out his or her statutory functions established by Reorganization Plan No. 4 of 1970. These

functions shall be carried out subject to the authority of the Department's General Counsel, as provided in DOO 10-6.

- The Office of Program Analysis and Evaluation shall conduct the independent and objective analysis and evaluation of plans, programs, and requirements as they relate to the goals and strategies of the strategic plan, and review all significant program initiatives and major requirements, as well as provide support to analyses done within Line and Staff Offices.